

Washington County

Job Description



Title:	Deputy Treasurer	Code:	
Division:	Administration	Effective Date:	4/13
Department:	Treasurer	Last Revised:	4/13
Career Service:	Yes	FLSA:	Yes

GENERAL PURPOSE

Performs a variety of **working level complex account management and clerical tasks** as needed to expedite the mailing, collecting, and receipting of real property tax revenues; participates in the issuance of tax notices and recording of tax remittances as required by law of the office of County Treasurer. Assists in the collecting, depositing, and management of all moneys on deposit with the county.

SUPERVISION RECEIVED

Works under the general supervision of the Chief Deputy Treasurer and the County Treasurer.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Collects tax payments and receives all county revenues over counter and through mail and receipts the same; posts all tax revenues to tax receipting software; verifies owner name, address, amount, and type of taxes paid; prepares and issues receipts; balances collection reports prior to posting to master files and general ledger; prepares bank deposits; balances and posts daily reports into general ledger accounts monthly; collects and receipts moneys into various funds of county government; updates ledger with bank accounts and fund balances; balances cash drawer and petty cash on a regular basis; generates and provides detailed Clerk/Auditor report.

Assists in daily processing, balancing and receipting of all electronic payments received for various government agencies, mortgage companies, records credit card deposits and the internet deposits directly into various county bank accounts.

Responds to the public's questions over the counter or via telephone; provides information related to tax amounts and charges, segregation of property, addresses or property owners, size of parcels, assessed value, B.O.E. procedures, current and delinquent tax status, tax sales laws, procedures and redemption process; prepares and mails delinquent billings and prepayment coupons.

Coordinates and cooperates with independent auditors to verify accuracy of receipts, deposits and general ledgers for annual audit; collects, balances, receipts and deposits revenues for special improvement districts; appraises county Treasurer and Chief Deputy of account status as needed to comply with legal conditions and by-laws of the district.

Balances, verifies and enters all tax adjustments as approved by the Board of Equalization; researches, processes, balances and prepares refund checks for real, personal and vehicle property taxes as directed.

Researches and calculates delinquent tax segregations on properties that have been divided; research legal descriptions, market and taxable values, improvements and taxation status of each parcel to determine amount of delinquency distributed to each parcel.

Receives and processes manual and electronic requests from mortgage and tax service companies seeking property tax obligations; ensures timely and accurate communications related to property tax balances and requirements.

Performs other related duties as required

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from a high school with course background in bookkeeping, accounting, mathematics, finance or some other related field; plus one (1) year of specialized training in accounting, finance or related field provided through professional workshops, college courses or in-service;

AND

B. Two (2) years of progressively responsible work experience providing exposure to above or related duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

Working knowledge of the operation and responsibilities of the County Treasurer's office; laws and regulations governing tax collection in the county; bookkeeping and accounting practices and procedures; general office maintenance, (i.e., record keeping, filing, indexing, etc.). Some knowledge of principles of supervision; computer format and data entry on the County system; various computer applications (i.e., MS Office).

Ability to operate a variety of types of office equipment such as personal computer, adding machine, calculator, typewriter, etc.; perform technical mathematical functions quickly and accurately; communicate effectively, verbally and in writing; read and understand county legal documents; develop effective working relationships with fellow employees, supervisors, elected officials and the public; work effectively in a typical office environment.

3. Special Qualifications:

Must be bondable. Must be able to write legibly. Ability to operate 10-key by touch. Ability to type.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.